

USERS' GUIDE

H3 database



Purpose of the database

The H3 electronic database was designed for providing information on projects of assistance to forestry sector of the transition countries as well as the cooperation aimed at the implementation of Resolution H3 „*Forestry cooperation with Countries with Economies in transition*” of the Ministerial Conference on the Protection of Forests in Europe (MCPFE). The database contains detailed information on projects reported by national correspondents, some forest resources information from TBFRA-2000, contact addresses of H3 National Coordinators, the UNECE Timber Branch staff, supplementary information and an automatic link to the UNECE website.

The H3 dataset is maintained and up-dated by the UNECE Timber Branch in Geneva. The latest up-graded version of the database is published on the Timber Committee website. **With the exception of the function for entering new data**, and thus facilitating national reporting, **the database does not allow change or edit data**, its functions support fast and efficient data retrieval and visualization.

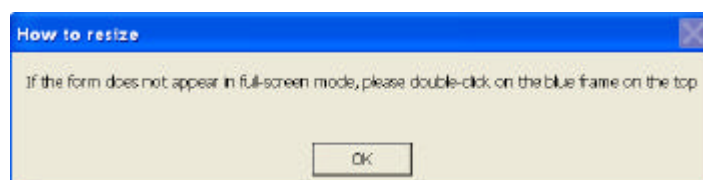
Hardware requirements

The database was developed in Access2000 format under Windows XP. It requires about 25Mb disc space. The database forms were designed for 15” screens with 1024x768 resolution. Larger screens or higher resolution can produce asymmetric appearance of some forms.

Getting started

The database can be downloaded in a compressed form (Winzip). You are advised to create a folder called „h3” on your data drive and unzip the file there.

The database has an *autoexec* function, so it can be started directly from Explorer, or by opening it in Access. The forms use the full screen area if they are set to *full screen mode*, so you are warned to do so when you open the database:



You should close this message by clicking the **OK** button then double-click on the blue frame on the top to set the form to full screen mode. After this all forms will appear in full screen mode.



Main types of services

To main menu: takes you inside the database.

Exit to Access: leaves the user-programme and allows to use Access' own platform.

Run Word to read report: starts *MS Word* within the database.

Run Acrobat Reader: starts *Acrobat* within the database, provided that it is in the *C:\Program Files\Adobe\Acrobat 5.0\Reader* folder.

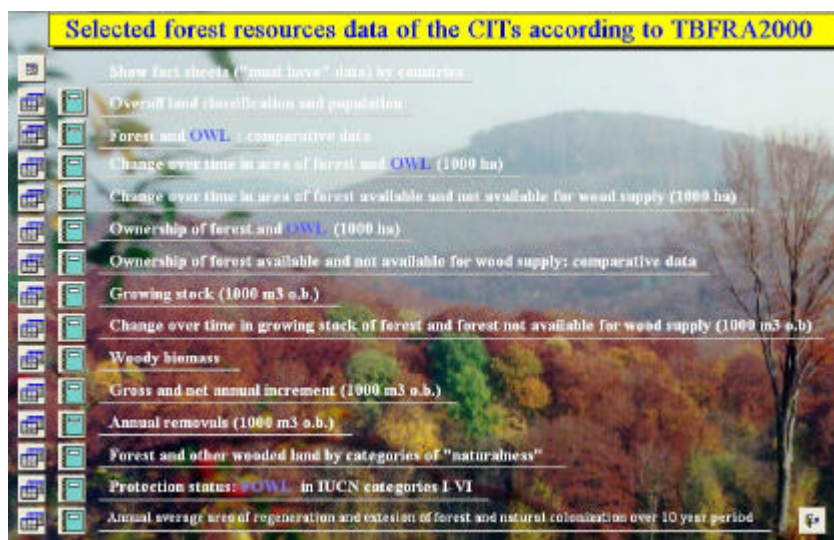
More about... and communication: this screen gives a short description of the database and a hyperlink to *Microsoft Outlook* with the e-mail addresses of the Timber Branch's officers. E-mails with the subject h3 can immediately be sent from here.

The main menu



The services of the database are focused on four main areas: a) forest resources data, b) elements of the international and national legal framework, c) H3-relevant projects, d) supplementary information: national contact points and abbreviations.

Basic data of the forest resources of the CITs from TBFRA-2000



The screenshot shows the Microsoft Access application window with the title bar 'Microsoft Access - [Table1: Select Query]'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Tools', 'Window', and 'Help'. The 'Tools' menu is open, displaying a list of options: 'Office Links', 'Database Utilities', 'Merge It with MS Word', 'Publish It with MS Word', and 'Analyze It with MS Excel'. The 'Database Utilities' option is highlighted. Below the menu, a table named 'Table1' is visible, containing data for various countries and years. The table has columns: 'regional', 'group', 'countryname', 'year', 'FOWL', and 'For'. The data rows show information for countries like Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, and Romania, with corresponding years and values for 'FOWL' and 'For'.

regional	group	countryname	year	FOWL	For
1	Eur	2 Albania	1995	5,120	5,073
1	Eur	2 Bosnia and Herzegovina	1995	47	2,710
1	Eur	2 Bulgaria	1995	202	3,903
1	Eur	2 Croatia	1996	62	2,105
1	Eur	2 Czech Republic	1995	159	2,630
1	Eur	2 Estonia	1996	336	2,162
1	Eur	2 Hungary	1996	210	1,811
1	Eur	2 Latvia	1997	237	2,995
1	Eur	2 Lithuania	1996	263	2,050
1	Eur	2 Poland	1992 - 96	833	8,942
1	Eur	2 Romania	1995 - 97	890	6,680

Show excerpts from legally and non-legally binding instruments relevant to H3

Microsoft Access - [legal.doccontent]

File Edit View Insert Format Records Tools Window Help

Version 3.0

Documents relevant to H3

14.02.2003

Show

Show text

Show text

Show text

Show text

Second Ministerial Conference on the Protection of Forests in Europe 16-17 June 1993, Helsinki/Finland: GENERAL DECLARATION

RESOLUTION H3: Forestry Cooperation with Countries with Economies in Transition. Part I: General Guidelines

RESOLUTION H3: Forestry Cooperation with Countries with Economies in Transition. Part II: Future Actions

CONVENTION ON BIOLOGICAL DIVERSITY

Forest Principles of UNCED, 1992



The screenshot shows a Microsoft Access window with the title bar 'Microsoft Access - [legal.doc]'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Tools', 'Window', and 'Help'. The status bar at the bottom indicates 'Version 3.0' and the date '14/02/2003'. The main content area displays a document titled 'Second Ministerial Conference on the Protection of Forests in Europe 16-17 June 1993, Helsinki/Finland: GENERAL DECLARATION'. The document text begins with 'The Signatory States and the European Community,' followed by a list of points A, B, and C.

Microsoft Access - [legal.doc]

File Edit View Insert Format Records Tools Window Help

Version 3.0 14/02/2003

LEGAL DOCUMENTS SUPPORTING THE COOPERATION WITH COUNTRIES WITH ECONOMIES IN TRANSITION

document Second Ministerial Conference on the Protection of Forests in Europe 16-17 June 1993, Helsinki/Finland: GENERAL DECLARATION

The Signatory States and the European Community,

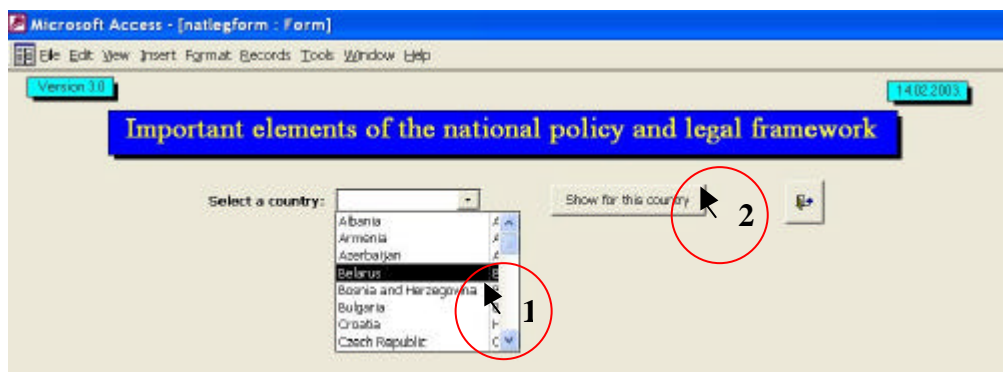
A. Recalling the First Ministerial Conference on the Protection of Forests in Europe, held in Strasbourg in 1990, where ministers agreed that close cooperation between the Signatory States for the protection and sustainable management of forests was necessary, that common objectives and principles, including that of conservation, should be progressively implemented at the scientific and technical level, and that the efforts of international organisations with similar objectives should be stimulated,

B. Appreciating the importance of the follow-up work carried out since the Conference in 1990 and taking note of the need to continue to develop further the cooperation between European states,

C. Considering that the countries of Europe are responsible for the stewardship of approximately one quarter of the world's forests,

4

Show elements of the national policy and legal framework



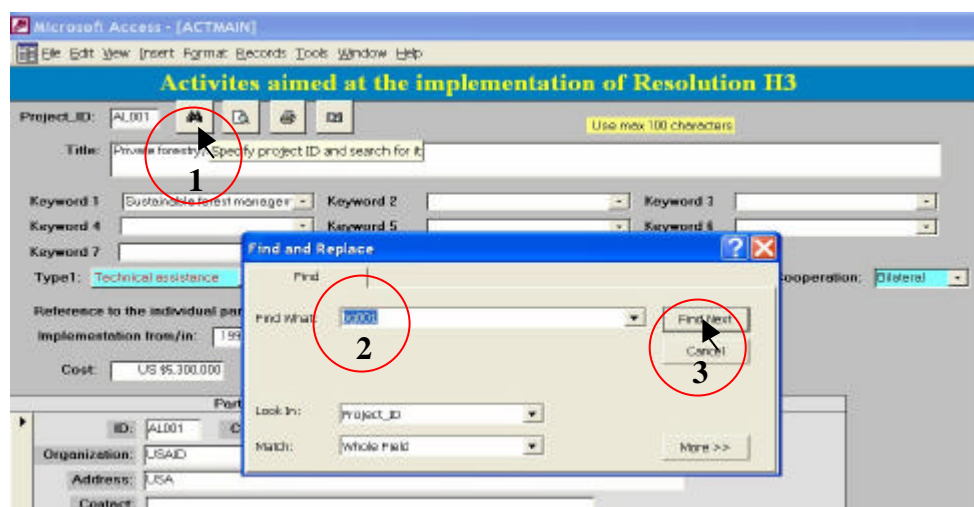
Select the country from the pop-up list first then click on the button to display the query with the date and name of the relevant legal documents on that country.

Show full project description

Note on the structure of the database: Each project in the database is stored in 4 separate tables. The main table (ACTMAIN) contains the most important information, which identifies the project. One project constitutes one record in this table. The participants of the project are stored in the second table (PARTICIP): as many records are linked here to the main table as the number of participants. The content of the project is stored in the third table (ACTDESC), one record for each project. Workshops and seminars have a separate table (WORKSHOP) where the special information for these types of cooperation is stored. The data from the four tables are linked together in a form where the different type of information is marked by visual elements: different background colors and frames.




Data cannot be modified in these forms, and new records cannot be appended. There is a separate function for adding new records to the database.

You can navigate between the records by the selectors at the bottom of the screen. When more records are linked to the main record, the sub-form has its own record selectors. With this you can move the records one by one. It is also possible to search for a specific record. Follow the steps below:



Projects can be searched for by other parameters as well. For this you should set the **Look In:** field after step 1, then continue with filling in the **Find What:** field (step 2).

Each parameter or field has an explanatory name on these forms, so meaning of the data should be self-understanding. In some cases the set of possible values is stored in pop-up lists. These lists can be activated even if the content of the fields cannot be changed.

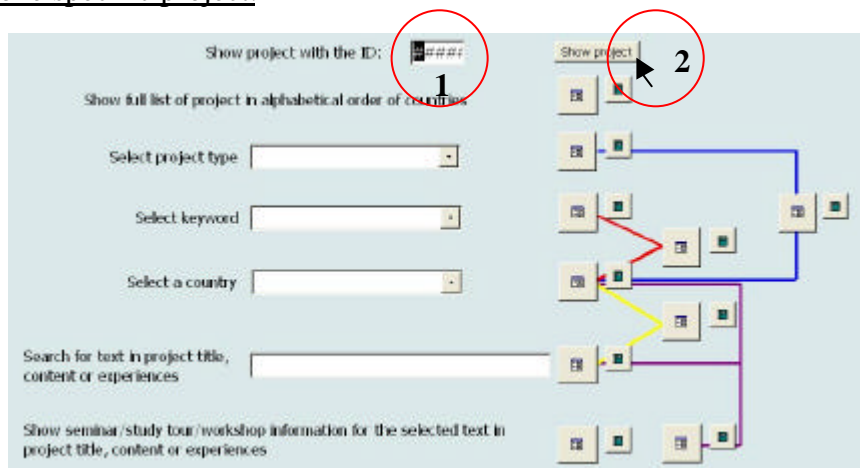
The forms are printable. The print can be previewed by the  button and the current form be printed by  or all forms by . These functions are also available from the **Print** or **Print Preview** option of the **File** menu.


Please note that the forms are not designed for print, so printing several or all forms will results in distortion of the page layout, therefore you are advised to print the forms one by one. For details see the following section : Searching for one specific project.

Show projects by type, keyword, country or search text

For more efficient use of the data a number of queries were combined which are based on different search arguments. You can search for one specific project with a definite ID, different keywords, project types, participating countries or free text in any of the descriptive fields.

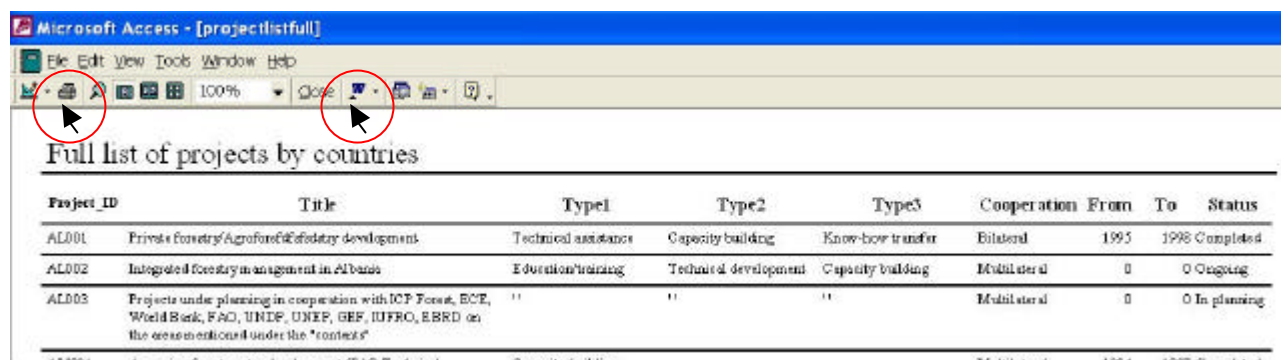
Searching for one specific project:



Type in the project ID, then click on the button. When you filtered the requested record you can produce a nice print out by clicking the  button as explained in the previous chapter.

Show full list of projects in alphabetical order

This function gives a full list of projects either in a form or in a report with the following parameters:

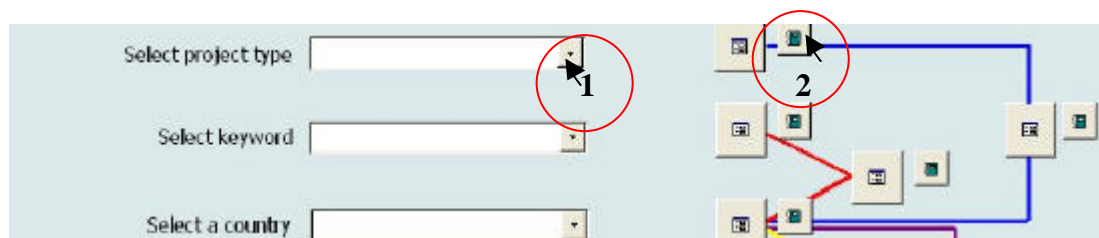


Project_ID	Title	Type1	Type2	Type3	Cooperation From	To	Status
ALD01	Private Forestry/Agroforestry development	Technical assistance	Capacity building	Know-how transfer	Bilateral	1995	1998 Completed
ALD02	Integrated forestry management in Albania	Education/training	Technical development	Capacity building	Multilateral	0	0 Ongoing
ALD03	Projects under planning in cooperation with ICP Forest, ECE, World Bank, FAO, UNDP, UNEP, GEF, IUFRO, EBRD on the occasion mentioned under the "context"	"	"	"	Multilateral	0	0 In planning

The report can be printed out or worked with further in *Word*.

Searching for type, keyword or country

Select from the list the value to search for then select a form or report to display data:



The possible combinations of these arguments are marked by the connecting lines.

When searching for one country it should be noted that this country could be involved in the project in several capacities: as a country reporting the project, and as a participant. Furthermore, a country can participate with several organisations in a project. If you display the results in a form, please note that a project is displayed as many times as the name of the country is found. The reports ignore the duplicate fields.

Content of the queries/reports

By type:

H3 projects by type of activity: *Study tour*

Project ID	Cooperation	Title	Status	From	To	Type1	Type2	Type3
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By keyword:

H3 projects by keywords: *Institutional framework*

Project ID	Cooperation	Title	Status	From	To	Keyword1	Keyword2	Keyword3	Keyword4	Keyword5	Keyword6	Keyword7	Keyword8
------------	-------------	-------	--------	------	----	----------	----------	----------	----------	----------	----------	----------	----------

By country:

H3 projects by countries **Country: Austria**

Project ID	Cooperation	Title	Status	From	To	Type1	Type2	Type3	code	Position	Organization
------------	-------------	-------	--------	------	----	-------	-------	-------	------	----------	--------------

By keyword and country:

H3 projects for selected countries by keywords **Country: Croatia** **Keyword: Institutional framework**

Project ID	Cooperation	Title	Status	From	To	Keyword1	Keyword2	Keyword3	Keyword4	Keyword5	Keyword6	Keyword7	Keyword8
------------	-------------	-------	--------	------	----	----------	----------	----------	----------	----------	----------	----------	----------

By type and country:

H3 projects of selected countries by type **Country: Austria** **Type: Study tour**

Project ID	Cooperation	Title	Status	From	To	Type1	Type2	Type3	code	Position	Organization
------------	-------------	-------	--------	------	----	-------	-------	-------	------	----------	--------------

By search text and by search text and country:

H3 projects for countries by selected text: *policy*

Project ID	Title	Content of the project	Expected results	Results gained
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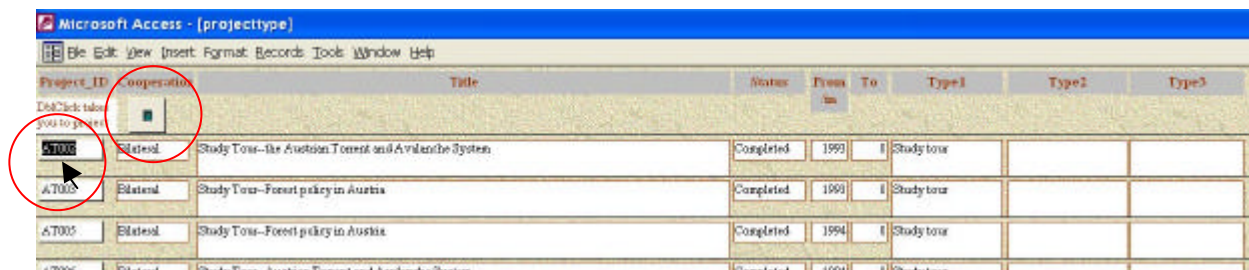
By search text and by search text and country for workshops, study tours:

Workshops by search text: *policy*

Project ID	Title	From	To	Location	Participating countries	Proceedings
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The reports are designed for A/4 size paper with landscape orientation. The reports can be printed or published with *MS Word* as explained above.

The advantage of using forms to display results of the queries is that they establish direct links to the project themselves:



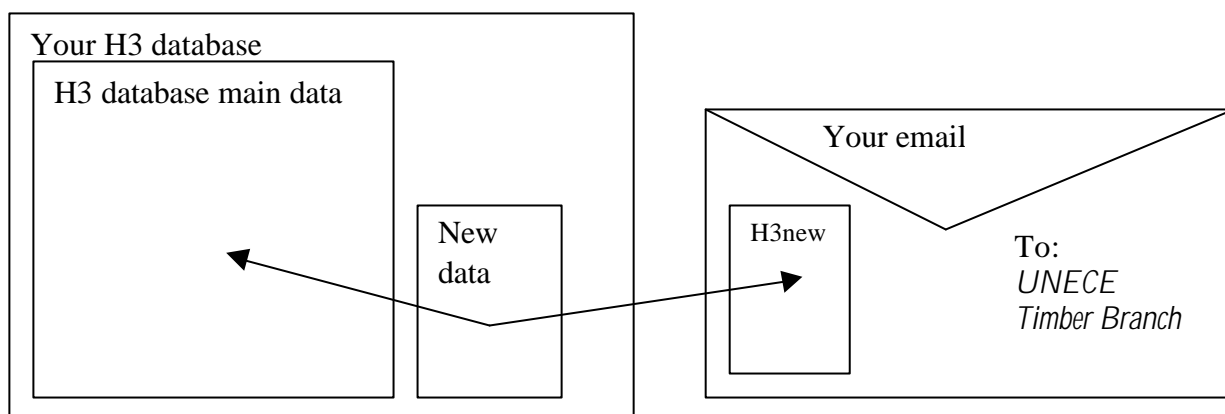
If you double click on the *Project_ID* button then the selected project will be displayed in the project description form.

The forms are also equipped with buttons to print the report format directly.

Enter new data to the database

The database was designed for being maintained (or modified) by the Timber Branch. The updated version can be downloaded from its website. The H3 national correspondents are invited to provide new data on the implementation of the H3 Resolution as they become available. Up to now this was done through the H3 questionnaire. This questionnaire can still be obtained from the Timber Branch or downloaded from the website and used for reporting, but the current version of this database provides an opportunity to use electronic means for submitting new data.

The main concept remains however, that the dataset as a whole should be modified only by the Timber Branch. Therefore the users are not allowed to modify the content of the database, but a special function was developed for adding new projects to the dataset and thus facilitate national reporting.



The new data are stored in separate tables within the database. When the new data entering is completed, three options are available: you can simply finish entering new projects, or append your new data to the old dataset, or send the new data to the secretariat.

If you want to edit or display these new data you should select the **‘Show or edit new projects’ data** from the main menu!

If you finish entering data without any further actions then the new data will not be seen by the database functions. This option should be selected when you stop entering new data temporarily and

wish to continue entering in the near future. However you are advised to always finish the entering data for one project before closing the database. If you want to make use of your new data in your own database then you should append them to the main (old) dataset. If you want to make your data available for others then you should send them to the Timber Branch which will append them to the database published on the website.

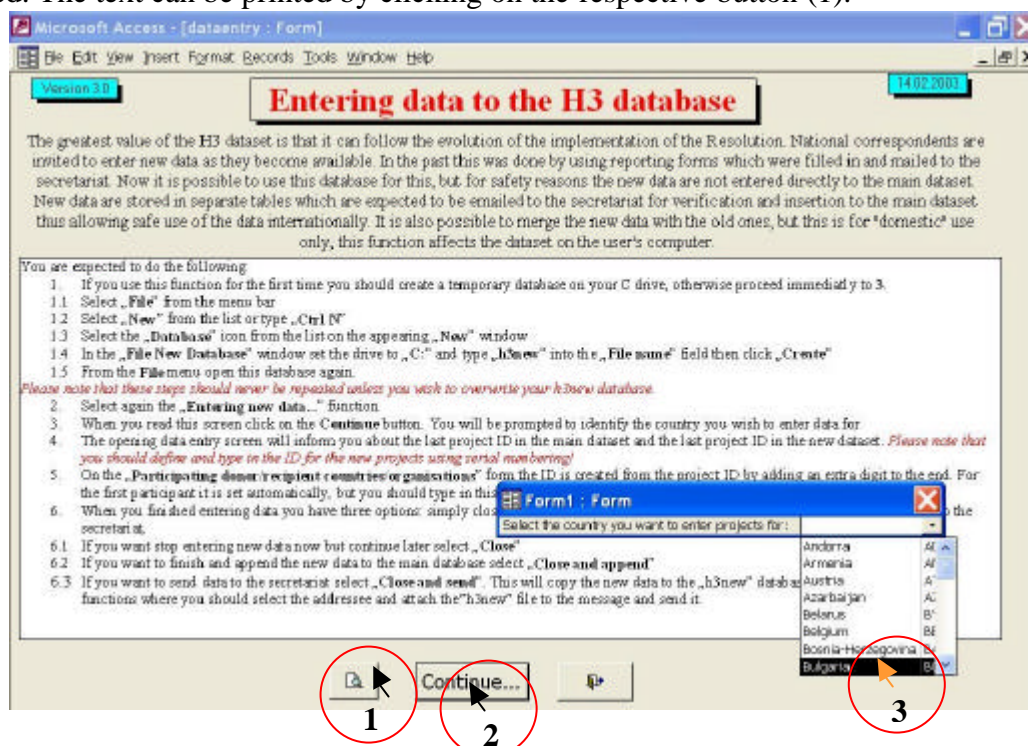
When you decide to send your new data then they will be transferred to a separate, small database, which contains only these new data and the forms to display them. For the sake of avoiding problems that may arise from improper identification of the location of this small database, it should always be stored on the same place under the same name. The database should be called **h3new.mdb** and stored in the root directory on drive **C:**. This is not a very sophisticated solution, but fairly simple and could be followed under any circumstances. Please note that your database will always seek for these data on this location and name, so if you move or rename it, you will get an error message.

This separate database does not exist, so you have to create it:

- 1.1 Open Access
- 1.2 Select „File” from the menu bar
- 1.3 Select „New” from the list or type „Ctrl N”
- 1.4 Select the „Database” icon from the list on the appearing „New” window
- 1.5 In the „File New Database” window set the drive to „C:” and type „h3new” into the „File name” field then click „Create”

Once the **h3new.mdb** is created you can use it at any time for data transfer. If you want to delete or replace its total content then simply re-create it. It is useful to re-create the **H3new.mdb** when you want to transfer a completely new dataset (e.g. in the next year).

The opening screen of the data entering function gives a detailed explanation on the steps to be completed. The text can be printed by clicking on the respective button (1).



Entering data can be started by clicking on the “Continue...” button (2). First, you have to select the country for which you want to enter new data (3).

The opening screen informs about the status of the records. If no new data were entered so far the **“Last record ID in the newly entered dataset”** remains blank. In this case the project ID will be the country code and the serial number next to that of the **“Last record ID in the original database”**. The control tip text reminds of this.

If there were new records entered the database, then you can either continue the existing list, or start a new one:


If new projects were not entered before then the above form remains blank, you should simply close it.


If you decide to delete data and start a new set (which is advisable in every new year), data will be permanently deleted, unless you have already appended them to the main (old) dataset, and /or loaded them to the **h3new.mdb** database. If you are not sure if this has been done already, then select the **“Continue list”** option, then select the **“Close and append”** or **“Close and send”**. Access will tell you for each record if it exists in the main dataset or in the **h3new.mdb** database.

When deleting data, Access will ask for confirmation identifying the number of records to be deleted. Answer **Yes** in each case to these questions.

If you continue an existing dataset then the new project ID should be the next one after the **“Last record ID in the newly entered dataset”**:

You are expected to fill in each field, but the minimum required data are those illustrated below. Less data cannot be recorded, Access will tell you which fields need to be filled in.

Since there can be several participants in a project, the respective sub-form has its own record selector. When you want to enter a new participant use the  button. The record ID for the participants is composed from the project ID and the serial number of the participant. The first ID is generated automatically, but you are requested to enter the next ones.

When you finished with one project and want to continue, click on the  button on the bottom of the screen. The „Last record ID in the newly entered dataset” will show the latest value.

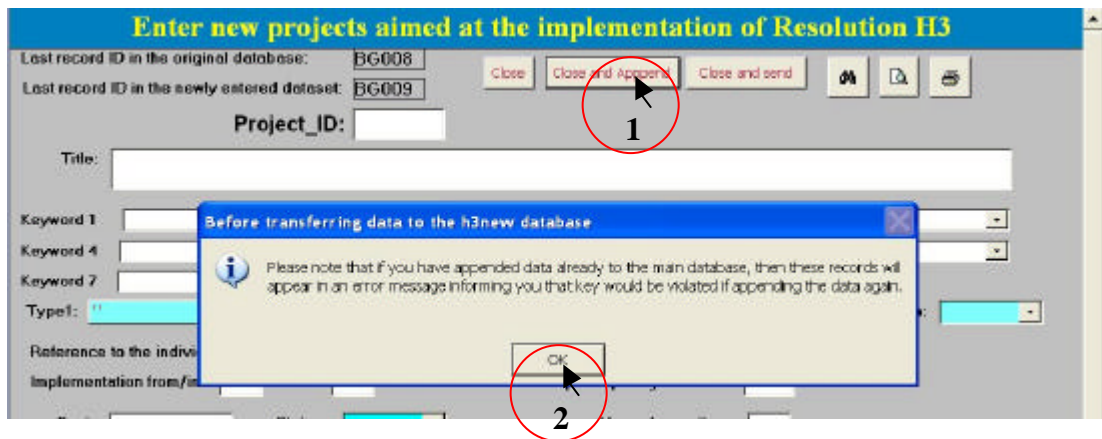
Please note that the **Select country** pop-up form should remain open throughout the data entering process!

Finish or complete entering of new data.

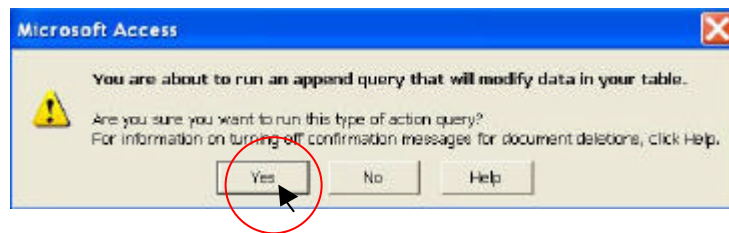
When you want to finish entering of new data, you can choose between three options:

If you want to **finish** only **temporarily**, but will continue in the near future, you should select “**Close**”. However you are advised to always finish the entering data for one project before closing the form. This will close the forms for entering data, but no other actions are taken. Please note, that in this case your new data are stored in the separate tables, but they are not visible for the program. You can see them through the standard Access platform only.

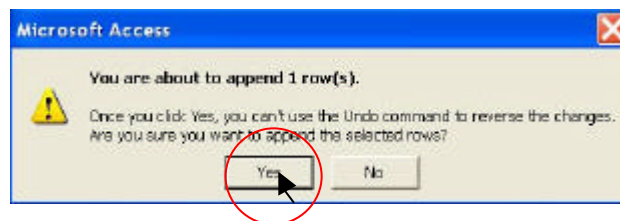
If you want to **use the new data together with the old ones**, you should select the ‘**Close and Append**’ function. This will append the data to the existing dataset. Access will warn you on the consequences of attempting multiple appending.



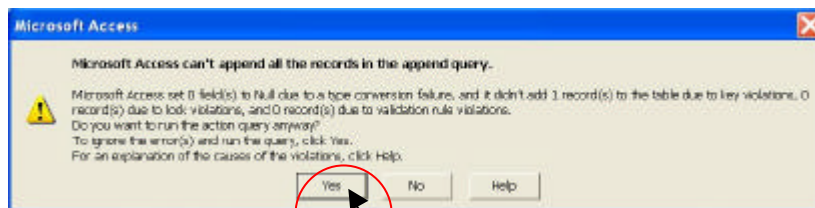
The new records will be appended by an append query. Access will ask you to run the query:



When the query is completed Access will ask for confirmation before appending the new records to the dataset:



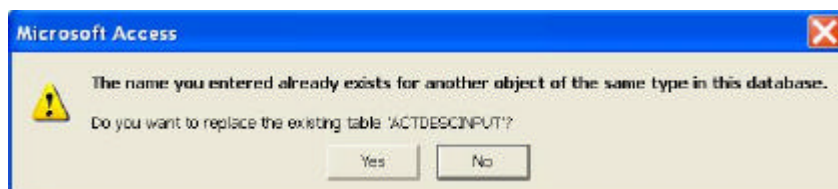
If Access finds record(s) which are not possible to append it tells you identifying the reasons for not appending. Typical cases could be the wrong keys or attempting to append the same records more than once:



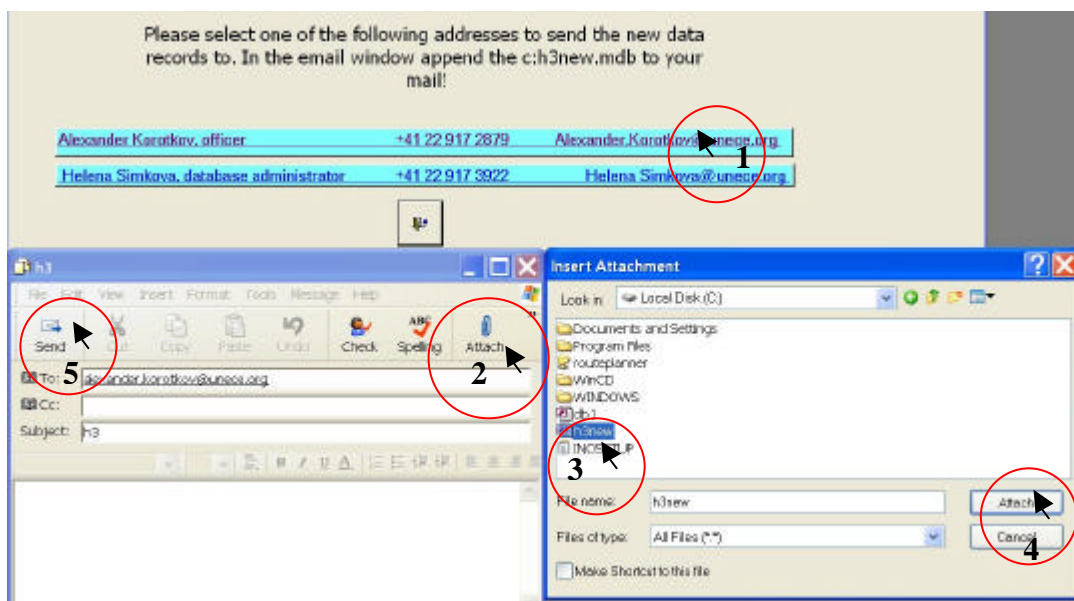
If you select **Yes** Access will append all records possible, but leaves out those that would violate rules of duplication.

The above steps will be repeated 4 times, since the project data are stored in 4 different tables. The number of rows to append may also be 0. For example when no special data for workshops were entered then there are no rows to append to the table, which contains the workshop data.

If you want to **send the new data to the secretariat** for verification and making public through its website, select the **“Close and send”** option. This will export the data to the **h3new.mdb** database. If the **h3new.mdb** already contains the respective object then Access will ask you whether to replace:



If you select **Yes** then the data from your database will be exported to the **h3new.mdb** database. If you use *MS Outlook* as the e-mail software then after this you can immediately send the new data, i.e. the **h3new.mdb** database to the secretariat. The only thing you should do is to select the addressee and attach the **h3new.mdb** database.



If *MS Outlook* is not available on your PC, than you should start your e-mail programme manually and compile your message. You have to attach to your e-mail the **h3new.mdb**, which is located on your C drive.

You are also advised to rename the **h3new.mdb** database after this, for example by adding the year to the name of the file its data are referring to.

Please note the following:

1. The **Close and Send** function exports the new data to a separate database, but does not append the data to the old dataset. For this you should activate the **Close and Append** function.
2. Once you have appended the new data to the old dataset or exported them to the **h3new.mdb** database, these data are not expected to be modified anymore through the user programme.

Editing or displaying the newly entered data

Since the new data are stored in separate database tables they need a separate function to display or edit them. (The **Enter new data to the database** function opens the forms for append only, editing is not allowed there.) If you select the **Show or edit new projects' data** function you will have access to the new data and you can display or edit them.

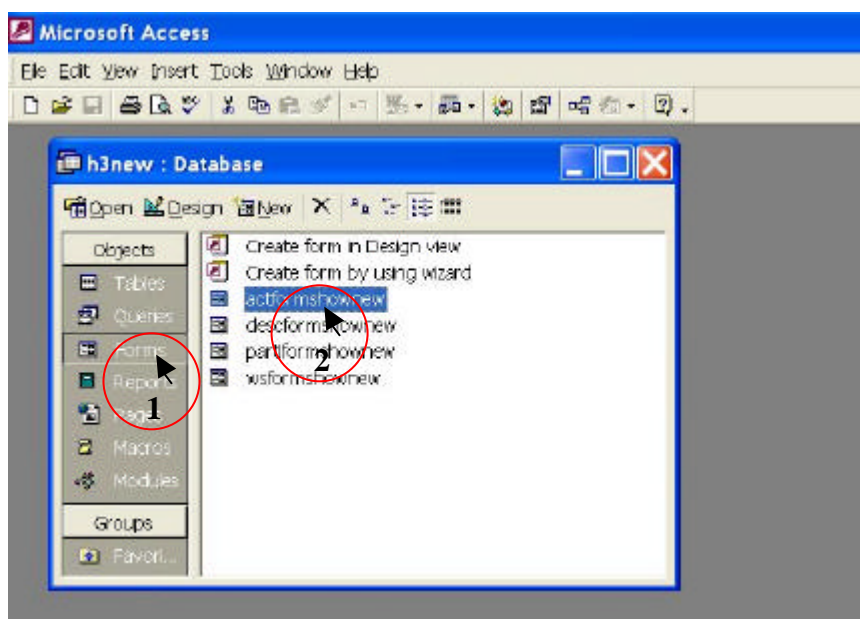
The opening form is identical with that of the Show full project description form with some differences:

- Data can be modified in this form

- Only new projects are accessible through this form
- The **Close and Append** and the **Close and Send** buttons are available here as well, providing you with the options described in the previous chapter

When editing data you can modify the existing records, but cannot insert new ones. For example you cannot expand the list of participating countries/organizations, or include information in the project description or workshop/seminar form if you have not done so when entered information for the project for the first time.

Please note that the form is also available in the **h3new.mdb** database, so if you want to carry out a last check before sending your data, you should open this database, select forms then open the **actformshownew** form.



Please note that if you modify your data in the **H3new.mdb**, this will not affect data in the main H3 database! If you want to modify data there, you should go back to that database and carry out the modification manually. In order to avoid this subsequent data manipulation the logical sequence of activities when entering new data to the database is:

1. Select the **Enter new data to the database** function
2. Enter new data
3. Close without any further action (select **Close**)
4. Select the **Show or edit new projects' data** and check your new data
- 5.
6. Select the **Close and append** or the **Close and send** function.

Show national H3 correspondents

A list of country contact points (H3 correspondents and members of the Team of Specialists on CITs) is available in the database. The records are sorted in ascending order of the country names.

Specific data can be searched for by using the record navigation buttons or the  (search) button. In this case you should specify the name of the country.

Microsoft Access - [natcorr]

File Edit View Insert Format Records Tools Window Help

Version 3.0 14.02.2003

National correspondents and ToS members on H3

Country: Albania

Name: Mr. Maja KOLLE

Involvement: national correspondent on H3

Affiliation: General Director

Employer: Directorate General of Forests and Pastures (DGFP)

Address:

Telephone 1: +355 4-256 786 / +355 4-256 784/5

Telephone 2:

Fax: +355 4-256 784 / +355 42-56 784/5

E-mail: pdv@albaniaonline.net

Please note that data can not be edited in the form.

Show list of acronyms

The database mentions several acronyms. Some of them are explained by the control tip text, but the full list of the acronyms is available in a separate form.

Microsoft Access - [acronyms]

File Edit View Insert Format Records Tools Window Help

acronym	full name
CIS	Commonwealth of Independent States
CITE	Committee with economies in transition
COFO	Committee on Forestry (FAO)
C&I	Criteria and Indicators (for sustainable forest management)
EBRD	European Bank for Reconstruction and Development
EPC	European Forestry Commission (FAO)
EPI	European Forest Institute
EU	European Union
EUFORGEN	European Forest Genetic Resources Programme
FAO	Food and Agriculture Organization of the United Nations
GEF	Global Environment Facility
ICP Forests	International Cooperative Programme on the Monitoring and Assessment of Air Pollution Effects on Forests
IFF	Intergovernmental Forum of Forests
IPF	Intergovernmental Panel on Forests
IPFORI	International Plant Genetic Resources Institute
IUPRO	International Union of Forest Research Organizations
LIFE	Fundament Biocenter pour l'environnement (EU financial instrument for the environmental protection)
MCPFE	Ministerial Conferences of the Protection of Forests in Europe
NRA&P	National Forestry Action Plan

Please note that this form is to display the acronyms not for editing them or adding new ones.

If you have any questions, do not hesitate to contact the UNECE/FAO secretariat in Geneva (Ms. Helena Simkova, Mr. Alexander V. Korotkov), or Mr. Peter Csoka in Budapest (csoka.peter@aeszh.hu), who has contributed significantly in the elaboration and upgrading/updating the H3 database.